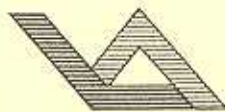




RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Board of Pharmacy
Agency

Unit


June 10, 1994
Schedule Date

September 8, 2005
Change Date

September 8, 2005
Date Approved by Commission

APPROVALS

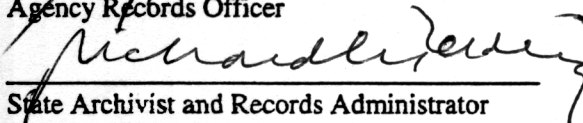
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

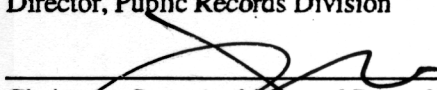
9-8-05
Date of Approval


Agency Records Officer

9-8-05
Date of Approval



State Archivist and Records Administrator
Director, Public Records Division

9-8-05
Date of Approval

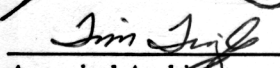

Chairman, State Archives and Records Commission

9/08/05
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

9/8/05
Date of Approval

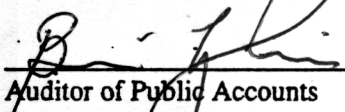

Appraisal Archivist

9/8/05
Date of Approval


State/Local Records Branch Manager

9/8/05
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

9/8/05
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: June 10, 1994

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

General Government
Pharmacy, Board of

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
05430	Complaint File -- Substantiated (Case File) (C) KRS 61.878(1)(a) (g) (h) Change Date: 9/8/2005 (V)	It is the responsibility of Board to investigate formal complaints filed by citizens and/or other public agencies against pharmacists. Most common complaints include: medication error, pharmacist impairment, diversion of drugs; failure to renew permit or license; and failure to complete continuing education requirements. The Board handles an average of approximately one hundred twenty (120) cases per year. Approximately ninety-five (95) percent of these cases are founded. A Board of Pharmacy Inspector follows up on a complaint with a set of Facts and Findings. The case then proceeds to the Case Board Review Committee and after review makes a recommendation to the Board. The Board then decides to accept the recommendation or proceed with another action. If the Board issues an Agreed Order, it is then sent to the Licensee or Permit Holder. If the Pharmacist does not accept the Agreed Order, consultation with the Executive Director, mediation or a hearing may result. The most common penalties are administrative fines and/or continuing education requirements, however suspension or revocation of a license may be possible. A list of Founded Complaints and Agreed Orders or any disciplinary action taken against an individual licensee is kept in that licensee's file.	May contain: Original Complaint; Investigation Report; Agreed Order; Continuing Education Requirements; Correspondence; Drug Screening Results; Work Site Locations; Meeting Requirements; Evaluations; Open Records Requests.	Agency: P	Records Center:	Archives Center:
				Retain in Agency		
04392	Master Log of Pharmacists	This series documents the name of each pharmacist upon licensure and full board examination scores. Reciprocal candidates and the state from which they reciprocate are identified. The names in the master log will be entered only once, even if, for example, they move from Kentucky, then return.	Name of Licensee, Date of Licensure, Exam Score; Reciprocating State, License No.	Agency: P	Records Center:	Archives Center:
				Retain in agency		
04393	Licensure/Score Transfer and Examination Candidate File	This series documents the application of candidates awaiting approval for licensure in Kentucky. A licensure transfer candidate is waiting for the transfer to Kentucky's Board of Pharmacy the licensing documents from a reciprocating state, indicating that all licensing requirements in another state have been completed. A score transfer candidate has previously successfully completed the national examination in another state and has submitted an application to take the state exam. A licensure transfer candidate has 180 days from date of application to provide the necessary documents for licensure in Kentucky. An examination candidate is a graduate of an accredited school or college of pharmacy who has met, or attempting to meet, the qualifications prerequisite to sitting for the national and state examination. He has no specific time frame, but generally, a new application is requested for a new examination date, especially if more than a year has passed.	Application; Correspondence; Supporting documents	Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government Pharmacy, Board of

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04394	Register of Permits Issued Card File	This series documents the permits issued to pharmacies, wholesalers and manufacturers that conduct business in Kentucky. Pursuant to KRS 315.035, .0351, and .036 requires in- and out-of-state pharmacies, wholesalers, and manufacturers to register with and obtain a permit from the Board of Pharmacy before manufacturing or distributing legend medication in the state. If the business is sold, it is cross-referenced, reflecting the new owner(s), and a new card is created for the new owner(s). *Permits for wholesalers and manufacturers began in 1986.	Name of permittee; Permit number; Address; Date of Permit	Agency: P	Records Center:	Archives Center:
				Retain in agency		
04395	Internship File	(V) This series documents a student's progress in fulfilling intern requirements necessary for licensure candidacy. Pursuant to KRS 315.050 (4), the Board of Pharmacy establishes standards for qualifying internship and determines appropriate qualifications for pharmacists supervising approved internship programs. Certificates of internship are valid for four years from date of issuance. An intern must complete 1500 work hours to be eligible to sit for the pharmacist licensure examination. The internship is completed under the supervision of a preceptor, one that has been licensed by the Board for at least one year and actively engaged in the practice of pharmacy full-time.	Correspondence, Application, Affidavits of employment	Agency: I	Records Center:	Archives Center:
				Upon completion of the internship requirements, transfer to the Master Folder (00935). If the requirements are not completed, destroy five years after date of last activity		
04396	Examination File (C) KRS 61.878 (1) (e) - Copy of examination Change Date: 3/9/2000 (V)	This series documents the examination process and results for pharmacist licensure candidates. Part of each examination is produced and provided by the National Association of Boards of Pharmacy, which then provides the Board with a printout listing the results. The state portion of the exam is produced and provided by the Board of Pharmacy. Each part is administered concomitantly, twice yearly, by the Board. Copies of the results are retained in the file. The results of the exams are transcribed to the individual's Master Folder (00935). The file also contains audio tapes, for the oral portion of the examination, and examination sheets. The examinee has thirty days in which to contest a test score. There is no further recourse after the thirty-day period.	Series contains: State examination; composite list of examinees for national test/national score; state list, scores; roster of candidates; master list of names with code numbers; student exam results .	Agency: 5	Records Center:	Archives Center:
				Destroy after audit. NOTE: Audio tapes and examination sheets may be destroyed forty-five days after notification to candidate of scores		

STATE AGENCY RECORDS RETENTION SCHEDULE

General Government Pharmacy, Board of

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00935	Master Folder (Includes Pharmacists, Pharmacies, Wholesalers, and Manufacturers) (May include: application, internship record, correspondence, test results, disciplinary activity) (C) KRS 61.878 (1) (f)-Disciplinary activities (V)	This series documents the professional status and history of a permit holder or licensee. This series documents manufacturing, distribution, or dispensation of all legend medications either by pharmacists (dispensing) or facilities issued permits by the Board. It reflects annual renewals and investigations of complaints and disciplinary actions. Essentially, every required activity relevant to the continuance of professional practice or business will be documented in the Master Folder. A new folder will be created when a permit holder sells the business/store. The name of the business may stay the same, however, a new owner is identified. Until a license or permit expires, the files may be accessed daily. *Pharmacists-1887; In-State Pharmacies-1966, Out-of State Pharmacies-1990; Wholesalers-1982; Manufacturers-1982. **All four types of files, active and in-active.	Initial applications; Renewals; Correspondence; Inspection Reports; Complaints; Investigatory reports; Test Results; Disciplinary activities.	Agency: P	Records Center:	Archives Center:
				Retain Master Folder of pharmacists in agency permanently. Destroy file of pharmacies, wholesalers, and manufacturers five years after expiration of license		
00937	Master List of Registered Pharmacists and Pharmacies	This series documents those who are licensed or hold a permit to conduct business in Kentucky. KRS 315.180 requires that the executive director maintain such a register of persons issued licenses or permits. Wholesalers and manufacturers have not been included until this year. The register reflects the name of the licensee, permit number and address. The register is generated by the Department for Information Systems because the Board currently does not have the technological capability of producing it.	Name of licensee or permit holder; Date of list; License or Permit number; Address	Agency: I	Records Center:	Archives Center: P
				Retain current copy of register in agency and transfer one copy to the State Archives Center. NOTE FOR AGENCY AND STATE ARCHIVES:		
00938	License Renewal Card File (C) KRS 61.878 (1) (a) (f)-Disciplinary action (V)	This series documents the license renewals of pharmacists. Renewal of the license is to be done by March 31 of each year. Failure to comply results in automatic revocation of a license, unless the pharmacists is able to show at a hearing before the board that the failure to renew was not willful. The card also reflects any disciplinary activity and that continuing education requirements have or have not been satisfied.	Name, address, phone #, SS#; License #; Place of business practice, phone #; Disciplinary activity, if any, and Continuing Education Units for the renewal cycle.	Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
04969	Complaint File - Unfounded (C) KRS 61.878 (1) (h) Change Date: 3/9/2000 (V)	This series documents consumer complaints against licensees where the investigations do not result in disciplinary action by the Board. If disciplinary action is warranted, information about the investigation and resulting action(s) will be found in the Master Folder - 00935, which is a permanent record.	Series contains: All evidence developed and summary report of the investigator	Agency: 3	Records Center:	Archives Center:
				Destroy		